

# Suffolk County One-Stop Employment Center

**Steve Levy**  
Suffolk County Executive  
**Robert W. Dow, Jr.**  
Commissioner of Labor  
**James DiLiberto**  
Workforce Investment Board Chair

## at the Suffolk County Department of Labor

*Under the auspices of the Suffolk County Workforce Investment Board, the Suffolk County One-Stop Employment Center can offer you these **NO COST JOB SEARCH SERVICES**:*

### PHONES, FAXES AND COPIERS

Telephones are provided, enabling you to speak privately to prospective employers both locally and throughout the continental United States. Faxes and copiers are also available for your use at no charge. TDD/TTY line is available.

### CAREER RESOURCE LIBRARY

Our Library consists of books, videos, special directories and other materials related to careers, job search and labor market information.

### COMPUTERS/INTERNET ACCESS

Make use of our many personal computers equipped with high-speed Internet connections. Use the Internet and see how easy it is to locate jobs on Long Island or elsewhere. In addition, we have hardware and software for the visually impaired.

### CAREER WORKSHOPS

Explore various topics, including The Successful Job Search, Networking, Skills Transference, Resume & Cover Letter Preparation, 16 Ways To Land Your Next Job, Salary Negotiations, Interviewing Techniques, Obtaining a Job and Keeping It and The Job Path Club (A Great Networking Support Group).

### JOB OPPORTUNITY LISTINGS

Employers throughout our region list diverse job openings with the Center.

### COMPUTER WORKSHOPS & TUTORIALS

Introduction Workshops in Microsoft Office Applications and Tutorials (Self-taught computer lessons in QuickBooks and various Microsoft applications).

### CAREER QUESTS

One of the best ways of finding your personal career direction is to have an opportunity to explore career paths and speak to industry leaders.

### JOB FAIRS

Human Resource Representatives from companies throughout Long Island visit onsite to interview potential candidates for hire.

### VOCATIONAL CLASSROOM TRAINING FOR THOSE WHO QUALIFY

Subject to funding availability and program regulations.

## Suffolk County One-Stop Employment Center

### Hauppauge

725 Veterans Memorial Hwy.

**853-6600**

**TDD/TTY-853-6548**

### Riverhead

300 County Center Drive, Room S-12

**852-1955**

Auxiliary aids and services available upon request to individuals with disabilities.

**An Equal Opportunity  
Employer Program**

[www.suffolkcountyny.gov/labor](http://www.suffolkcountyny.gov/labor)  
[www.americasjobexchange.com/ny](http://www.americasjobexchange.com/ny)

**Dial 852-COPS - For Non-Emergency  
Police Calls in Suffolk County**

